

Child Protection Procedures

As a visitor, volunteer or someone who has come to work with or for our children in any capacity, it is important that you are aware of our Child Protection procedures.

The school is committed to safeguarding and promoting the welfare of children and expects all staff, volunteers and visitors to share this commitment. We have a Safeguarding Policy and procedures in place. At the heart of this is the belief that all people in the school community have responsibility to respond to any concerns they have about a child's wellbeing.

If you are concerned about a child's welfare, please speak directly to our **Safeguarding Leads**:

- ♦ **Ms Steyn:** Designated Safeguarding Lead
- ♦ **Mrs Flannery:** Deputy Designated Safeguarding Lead (EYFS –Year 6)
- ♦ **Ms Hamilton:** Deputy Designated Safeguarding Lead & Designated Teacher for LAC & PLAC

Cause for concern forms are available in the school office and the staff room for you to record your concern. All information is treated with the strictest of confidence, in line with our safeguarding policy.

Full details should be recorded, including the date, time, child's name, your name and a factual account of what happened, what was said or what was observed. Do **NOT** conduct your own investigation and keep all concerns and information confidential.

You may be concerned if:

- ⇒ You see an injury
- ⇒ Another person express concerns
- ⇒ A child tells you something

If a child tells you something this information needs to be passed on:

- Do **NOT** promise confidentiality (there can be no secrets)
- **Reassure** the child that they have done the right thing
- **Record and pass** on your concern

Your help in supporting our safeguarding work is appreciated by the school and most importantly, by the young people we teach.

Concerns about other members of staff

If you have concerns about:

- ♦ A member of staff or volunteer - speak to the headteacher
- ♦ The headteacher - speak to the Chair of Governors Mike Killington

If there is a conflict of interest in reporting to the headteacher, contact the LADO:

LBTH LADO is Melanie Benzie 02073640677,
LADO@towerhamlets.gov.uk

First Aid



In the event of an accident please contact a member of staff who will assist you and enlist the help of one of the registered first aiders.

All accidents must be reported and will be recorded accordingly.

If you have a medical condition of which you would like us to be aware so that we can offer some help, should it be necessary, please inform a member of staff on arrival.



NO SMOKING

Smoking and vaping

St Mary & St Michael Catholic Primary School operates a no smoking vaping policy. This applies to all buildings and grounds and also includes vaping.

Mobile Phones

The use of mobile phones is not permitted on school premises.



No mobile phones

Fire Precautions

In the event of the fire alarm sounding continuously at any time, everyone must leave the building immediately. The nearest fire exit must be used; all of them are clearly marked.



The assembly point is the playground.

If you discover a fire, sound the alarm by breaking the glass of one of the red call points. These are situated throughout the school.



Welcome to St Mary and St Michael

This leaflet is designed to help you understand and support the measures in place to protect the children served by our school.

It also contains important information on health & safety and security information for you to be aware of while visiting our school.

Every visitor is asked to sign in using the computerised screen in the main entrance. You are expected to wear either a school visitors' badge or your organisation's identification badge at all times.

Please be aware that staff and children may ask who you are during the visit.

Meet the Safeguarding Team



Sue-Helen Steyn
Headteacher
Designated Safeguarding Lead



Marie McMahon
Pastoral Care Lead
Deputy Designated Safeguarding Lead: *EYFS—Year 6*



Isabel Hamilton
Deputy Headteacher
Deputy Designated Safeguarding Lead
Designated Teacher for LAC & PLAC

Jadedene French
SENCO

St Mary and St Michael Catholic Primary School



Child Protection & Health and Safety Procedures An information Leaflet for Visitors

'Learning together hand in hand with our friend Jesus.'